

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

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# PHA Plans

Annual Plan for Fiscal Year 2001

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED  
IN ACCORDANCE WITH INSTRUCTIONS LOCATED IN  
APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:**     **Watertown Housing Authority**

**PHA Number:**   SD043

**PHA Fiscal Year Beginning: (mm/yyyy)**     January 1, 2001

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

- ☒ [Main administrative office of the PHA](#)
- ☐ PHA development management offices
- ☐ PHA local offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- ☒ [Main administrative office of the PHA](#)
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library
- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ [Main business office of the PHA](#)
- ☐ PHA development management offices
- ☐ Other (list below)

# Annual PHA Plan PHA Fiscal Year 2001

[24 CFR Part 903.7]

## Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☐ **Standard Plan**

## Streamlined Plan:

- ☒ **High Performing PHA**  
**Small Agency (<250 Public Housing Units)**  
☐ **Administering Section 8 Only**  
☐ **Troubled Agency Plan**

## Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

## EXECUTIVE SUMMARY

The Watertown Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

The following mission statement is our guide for the direction and formulation of the policies and procedures described in the 2001 Annual Agency Plan of the Watertown Housing Authority.

**The mission of the Housing Authority of the City of Watertown is to assist low-income families and elderly/disabled individuals with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.**

The adopted 5 year Plan goals and objectives are the means to which we can achieve our mission. The Watertown Housing Authority has included as an attachment each of the adopted goals and the efforts made to achieve them.

Our 2001 Annual Plan is based on the premise that if we continue to accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead

towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

In summary, we plan to maintain and improve our reputation in our community as an agency that provides individuals with safe, decent and affordable housing opportunities.

### Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title. **X** Admissions Policy for Deconcentration - ATTACHMENT sd043a02

- X FY 2000 Capital Fund Program Annual Statement- [PAGE 36](#)
- \_\_\_\_ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- X Pet Policy - [ATTACHMENT sd043b02](#)
- X Statement of progress in meeting the 5-Year Plan mission & goals - [ATTACHMENT - sd043c02](#)
- X Comments of Resident Advisory Board - [ATTACHMENT - sd043d02](#)
- X Implementation of Public Housing Resident Community Service - [ATTACHMENT - sd043e02](#)
- X Resident Membership of the PHA Governing Board - [ATTACHMENT - sd043f02](#)
- X Membership of the Resident Advisory Board - [ATTACHMENT sd043g02](#)
- \_\_\_\_ Optional Attachments:
- \_\_\_\_ PHA Management Organizational Chart
- X FY 2000 Capital Fund Program 5 Year Action Plan- [ATTACHMENT sd043h02](#)
- \_\_\_\_ Public Housing Drug Elimination Program (PHDEP) Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) [Listed above in required attachments.](#)
- \_\_\_\_ Other (List below, providing each attachment name)

### Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
Waiting for further info. From HUD	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
	Consolidated Plan for the jurisdiction/s in which the PHA is	Annual Plan:

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
Waiting for further info. From HUD	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ✓ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development ✓ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies ✓ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ✓ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ✓ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

### A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, indicate the impact of that factor on the housing needs for each family type. From 1 on, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Family Type	Overall	1	2	3	4	5	Location
Income <= 30% of AMI	504	5	2	3	2	1	1
Income >30% but <=50% of AMI	580	5	2	3	2	1	1
Income >50% but <80% of AMI	791	3	2	4	2	1	1
Elderly	758						
Families with Disabilities	Unknown						
American Indian	2.4%						
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

\_\_\_\_ Consolidated Plan of the Jurisdiction/s

Indicate year: \_\_\_\_

☒ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset 1990 Census- CHAS tables

\_\_\_\_ American Housing Survey data

Indicate year: \_\_\_\_

\_\_\_\_ Other housing market study

### B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

#### Housing Needs of Families on the Waiting List



### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

☒ Section 8 tenant-based assistance

☐ Public Housing

☐ Combined Section 8 and Public Housing

☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	46		75
Extremely low income <=30% AMI	31	67%	
Very low income (>30% but <=50% AMI)	15	33%	
Low income (>50% but <80% AMI)	0		
Families with children	34	74%	
Elderly families	8	17%	
Families with Disabilities	4	9%	
White	41	89%	
Race/ethnicity	5	11%	
Race/ethnicity	0	0%	
Race/ethnicity	0	0%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	16	35%	22
2 BR	21	46%	32
3 BR	6	13%	20
4 BR	3	6%	1

5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes

If yes:

**B.** How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of Families	% of total families	Annual Turnover
Waiting list total	22		8
Extremely low income <=30% AMI	13	59%	
Very low income (>30% but <=50% AMI)	7	32%	
Low income (>50% but <80% AMI)	2	9%	
Families with children	13	59%	
Elderly families	9	41%	
Families with Disabilities	0	0	
White	20	91%	
American Indian	2	9%	
Race/ethnicity	0	0	
Race/ethnicity	0	0	

Characteristics by Bedroom Size (Public Housing Only)	# of Families	% of total families	Annual Turnover
1BR	8	36%	4

2 BR	6	27%	3
3 BR	6	27%	0
4 BR	2	10%	1
5 BR	0		
5+ BR	0		
Is the waiting list closed (select one)? No Yes If yes: <b>B.</b> How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? No Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

\_\_\_\_\_ Employ effective maintenance and management policies to minimize the number

- \_\_\_\_\_ of public housing units off-line
- \_\_\_\_\_ Reduce turnover time for vacated public housing units
- \_\_\_\_\_ Reduce time to renovate public housing units
- \_\_\_\_\_ Seek replacement of public housing units lost to the inventory through mixed finance development
- \_\_\_\_\_ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☒ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- \_\_\_\_\_ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- \_\_\_\_\_ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- \_\_\_\_\_ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- \_\_\_\_\_ Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- \_\_\_\_\_ Apply for additional section 8 units should they become available
- \_\_\_\_\_ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- \_\_\_\_\_ Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**  
**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- \_\_\_\_\_ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☒ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- \_\_\_\_\_ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work
- \_\_\_\_\_ Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- ☐ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

**B. Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)  
Have preference for elderly/disabled.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☒ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☐ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☒ Other: (list below)  
Have preference for elderly/disabled

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☒ Other: (list below)  
The City of Watertown does not have defined areas of poverty or minority concentration.

**Other Housing Needs & Strategies: (list needs and strategies below)****(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☐ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☐ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

## Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant-based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services, or other.

Sources	Planned \$	Planned Uses
1. <b>Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	65255	
b) Public Housing Capital Fund	139381	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	752221	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)	N/A	



<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	N/A	
<b>3. Public Housing Dwelling Rental Income</b>	170208	P.H. Operations
<b>4. Other income</b> (list below)		
Sec. 8 Office Rent	7200	P.H. Operations
<b>4. Non-federal sources</b> (list below)		
Public Housing Investment Income	1530	P.H. Operations
Sec. 8 Admin. Invest. Income	3287	Sec. 8 Operations
<b>Total resources</b>	1139082	

The Watertown Housing Authority reserves the right to change this financial resources statement based on later, better information.

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

\_\_\_\_\_ When families are within a certain number of being offered a unit: (state number)

X When families are within a certain time of being offered a unit: (1-2 months)

X Other: (describe) . Many times, not until "Notice to vacate" is received at Housing Authority.

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

X Criminal or Drug-related activity

X Rental history

X Housekeeping

X Other (describe) Knowledge of fraud in connection with any federal housing assistance. Alcohol abuse that interferes with the health, safety, or right to peaceful enjoyment by others.

c. \_\_\_\_\_ Yes \_\_\_\_\_ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? - Working on this with local police.

d. \_\_\_\_\_ Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. \_\_\_\_\_ Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list

(select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

N/A

1. How many site-based waiting lists will the PHA operate in the coming year?

2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3. ☐ Yes ☐ No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- ☐ PHA main administrative office
- ☐ All PHA development management offices
- ☐ Management offices at developments with site-based waiting lists
- ☐ At the development to which they would like to apply
- ☐ Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- ☒ One - without valid refusal
- ☐ Two
- ☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

\_\_\_ Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

X Emergencies

\_\_\_ Overhoused

\_\_\_ Underhoused

X Medical justification

X Administrative reasons determined by the PHA (e.g., to permit modernization work)

\_\_\_ Resident choice: (state circumstances below)

X Other: (list below) **To meet de-concentration goals.**

a. Preferences

X Yes \_\_\_ No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

X Victims of domestic violence

\_\_\_ Substandard housing

\_\_\_ Homelessness

\_\_\_ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
  - Elderly/Disabled
  - Near Elderly

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

☐ Date and Time

Former Federal preferences:

- ☒ 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ 4 Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

- 2 Elderly/Disabled  
3 Near Elderly

4. Relationship of preferences to income targeting requirements:

- N/A The PHA applies preferences within income tiers  
Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- X The PHA-resident lease  
X The PHA's Admissions and (Continued) Occupancy policy  
X PHA briefing seminars or written materials  
X Other source (list) [Resident handbooks and program information.](#)

b. How often must residents notify the PHA of changes in family composition?  
(select all that apply)

- \_\_\_ At an annual reexamination and lease renewal  
X Any time family composition changes  
\_\_\_ At family request for revision  
\_\_\_ Other (list)

**(6) Deconcentration and Income Mixing**

a. \_\_\_ Yes X No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. \_\_\_ Yes X No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- \_\_\_\_ Adoption of site-based waiting lists  
\_\_\_\_ If selected, list targeted developments below:
- \_\_\_\_ Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- \_\_\_\_ Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- \_\_\_\_ Other (list policies and developments targeted below)
- d. \_\_\_\_ Yes  X  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- \_\_\_\_ Additional affirmative marketing  
\_\_\_\_ Actions to improve the marketability of certain developments  
\_\_\_\_ Adoption or adjustment of ceiling rents for certain developments  
\_\_\_\_ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing  
\_\_\_\_ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- \_\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts  
\_\_\_\_ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- \_\_\_\_ Not applicable: results of analysis did not indicate a need for such efforts  
\_\_\_\_ List (any applicable) developments below:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal or drug-related activity only to the extent required by law or regulation
- ☐ Criminal and drug-related activity, more extensively than required by law or regulation
- ☐ More general screening than criminal and drug-related activity (list factors below)
- ☐ Other (list below)

b. ☐ Yes ☒ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

[Working on this with local police](#)

c. ☐ Yes ☒ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for



screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

☐ Criminal or drug-related activity

☒ Other (describe below)

Name & Address of current landlord and if requested, in writing, any other known information.

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

☒ PHA main administrative office

☐ Other (list below)

### **(3) Search Time**

a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions in excess of 60 days are granted if extension request is due to a disability or other special circumstance. No extension are granted beyond 120 days.

### **(4) Admissions Preferences**

a. Income targeting

☒ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

X1.      Yes      No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- X Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- X Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- X Other preference(s) (list below)
  - Elderly/Disabled
  - Near Elderly

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

     Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- ☒ 3 Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden

Other preferences (select all that apply)

- ☐ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☐ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ 2 Other preference(s) (list below)
  - Elderly/disabled
  - Near Elderly

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- ☒ X Date and time of application
- ☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one) **N/A**

- ☐ This preference has previously been reviewed and approved by HUD
- ☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- ☐ The PHA applies preferences within income tiers
- ☒ X Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

## **(5) Special Purpose Section 8 Assistance Programs - **N/A****

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by

- the PHA contained? (select all that apply)
- ☐ The Section 8 Administrative Plan
  - ☐ Briefing sessions and written materials
  - ☐ Other (list below)

- a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
  - ☐ Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0
- ☐ \$1-\$25
- ☐ \$26-\$50

2. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

☒ For the earned income of a previously unemployed household member

☒ For increases in earned income - **previously reported earned income.**

☐ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

☐ For household heads

☐ For other family members

☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families

☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)

(select one)

- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)
- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95<sup>th</sup> percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☐ Operating costs plus debt service
- ☒ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☒ Any time the family experiences an income increase- **except previously reported earned income.**
- ☒ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) **\$1000.00/annually**
- ☐ Other (list below)

- g. \_\_\_\_ Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

## **(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- \_\_\_\_ The section 8 rent reasonableness study of comparable housing
- \_\_\_\_ Survey of rents listed in local newspaper
- X Survey of similar unassisted units in the neighborhood
- \_\_\_\_ Other (list/describe below)

## **B. Section 8 Tenant-Based Assistance**

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely incorporated into the voucher program, certificates).**

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

- a. What is the PHA's payment standard? (select the category that best describes your standard)

- \_\_\_\_ At or above 90% but below 100% of FMR
- \_\_\_\_ 100% of FMR
- X Above 100% but at or below 110% of FMR
- \_\_\_\_ Above 110% of FMR (if HUD approved; describe circumstances below)

- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply) N/A

- \_\_\_\_ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- \_\_\_\_ The PHA has chosen to serve additional families by lowering the payment standard
- \_\_\_\_ Reflects market or submarket
- \_\_\_\_ Other (list below)

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area  
☐ Reflects market or submarket  
☒ To increase housing options for families  
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- ☒ Annually  
☐ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- ☒ Success rates of assisted families  
☐ Rent burdens of assisted families  
☐ Other (list below)

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- ☒ \$0  
☐ \$1-\$25  
☐ \$26-\$50

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management** - EXEMPT

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

### **A. PHA Management Structure**

(select one) PHA's management structure and organization.



- \_\_\_\_\_ An organization chart showing the PHA's management structure and organization is attached.
- \_\_\_\_\_ A brief description of the management structure and organization of the PHA follows:

## B. HUD Programs Under PHA Management

\_. List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

## C. Management and Maintenance Policies - EXEMPT

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures - EXEMPT

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

### **A. Public Housing**

1. ☐ Yes ☐ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- ☐ PHA main administrative office
- ☐ PHA development management offices
- ☐ Other (list below)

### **B. Section 8 Tenant-Based Assistance**

1. ☐ Yes ☐ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- ☐ PHA main administrative office
- ☐ Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

### **A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

## **Component 7 Capital Fund Program Annual Statement Parts I, II, and III**

### (1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated PHA Attachment (state name)

-OR-

X The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

### Annual Statement Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	139381.00
2	1406 Operations	20581.00
3	1408 Management Improvements	13000.00
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	2500.00
10	1460 Dwelling Structures	60800.00
11	1465.1 Dwelling Equipment-Nonexpendable	25500.00
12	1470 Nondwelling Structures	17000.00
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	139381.00 43500.00
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	2500.00
24	Amount of line 20 Related to Energy Conservation Measures	18500.00

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
SD043-001	25 Steel Side interior doors @ family units	1460	8500.00
SD043-001	25 8x12 Storage Sheds	1470	17000.00
SD043-001	25 steel interior front doors @ 25 family unit	1460	10000.00
SD043-001	123 new interior room doors	1460	12300.00
SD043-001	Exterior motion lights @ 25 units	1450	2500.00
SD043-001	15 family unit stoves	1465.1	7500.00
SD043-001	60 HiRise stoves	1465.1	18000.00
SD043-001	Replace 30 Hirise kitchen cupboards	1460	30000.00
	Operations	1406	20581.00
		1408	13000.00

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**



Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

\_\_\_\_ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

\_\_\_\_ Revitalization Plan under development  
\_\_\_\_ Revitalization Plan submitted, pending approval  
\_\_\_\_ Revitalization Plan approved  
\_\_\_\_ Activities pursuant to an approved Revitalization Plan underway

\_\_\_\_ Yes \_\_\_\_ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

\_\_\_\_ Yes \_\_\_\_ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

\_\_\_\_ Yes \_\_\_\_ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the :

## **8. Demolition and Disposition - N/A**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. \_\_\_\_ Yes X No: **Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)**

## **2. Activity Description**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No:** **Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)**

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: ____ Demolition ____ Disposition	
3. Application status (select one) ____ Approved ____ Submitted, pending approval ____ Planned application	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
5. Number of units affected: Coverage of action (select one) ____ Part of the development ____ Total development	
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:	

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities - N/A**

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

**1. Yes X No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by**

**families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)**

**2. Activity Description**

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
1. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development



## **10. Conversion of Public Housing to Tenant-Based Assistance**

- N/A

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1. \_\_\_\_ Yes X No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

#### 2. Activity Description

\_\_\_\_ Yes \_\_\_\_ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? ____ Assessment underway ____ Assessment results submitted to HUD ____ Assessment results approved by HUD (if marked, proceed to next question) ____ Other (explain below)
3. ____ Yes ____ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) ____ Conversion Plan in development ____ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ____ Conversion Plan approved by HUD on: (DD/MM/YYYY) ____ Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- ☐ Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- ☐ Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- ☐ Requirements no longer applicable: vacancy rates are less than 10 percent
- ☐ Requirements no longer applicable: site now has less than 300 units
- ☐ Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA - N/A**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes", complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 12. If "No", complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

## **B. Section 8 Tenant Based Assistance - N/A**

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

. Program Description:

a. Size of Program

☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the

number of participants? (select one)

- ☐ 25 or fewer participants
- ☐ 26 - 50 participants
- ☐ 51 to 100 participants
- ☐ more than 100 participants

b. PHA-established eligibility criteria

☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs -**

### **EXEMPT**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☐ Yes ☐ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☐ Client referrals
- ☐ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

## **B. Services and programs offered to residents and participants**

### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☐ Public housing rent determination policies
- ☐ Public housing admissions policies
- ☐ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation
- ☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☐ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

<b>Services and Programs</b>				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

--	--	--	--	--

## **(2) Family Self Sufficiency program/s**

### a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b. \_\_\_\_ Yes \_\_\_\_ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

## **C. Welfare Benefit Reductions**

- The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
  - \_\_\_\_ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - \_\_\_\_ Informing residents of new policy on admission and reexamination
  - \_\_\_\_ Actively notifying residents of new policy at times in addition to admission and reexamination.
  - \_\_\_\_ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - \_\_\_\_ Establishing a protocol for exchange of information with all appropriate TANF agencies
  - \_\_\_\_ Other: (list below)

## **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

### **13. PHA Safety and Crime Prevention Measures - EXEMPT**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

**A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
  - ☐ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - ☐ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - ☐ Residents fearful for their safety and/or the safety of their children
  - ☐ Observed lower-level crime, vandalism and/or graffiti
  - ☐ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
  - ☐ Other (describe below)
  
2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).
  - ☐ Safety and security survey of residents
  - ☐ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
  - ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
  - ☐ Resident reports
  - ☐ PHA employee reports
  - ☐ Police reports
  - ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
  - ☐ Other (describe below)
  
3. Which developments are most affected? (list below)

**B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)
  - ☐ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - ☐ Crime Prevention Through Environmental Design

- \_\_\_\_\_ Activities targeted to at-risk youth, adults, or seniors
- \_\_\_\_\_ Volunteer Resident Patrol/Block Watchers Program
- \_\_\_\_\_ Other (describe below)

2. Which developments are most affected? (list below)

### **C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- \_\_\_\_\_ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- \_\_\_\_\_ Police provide crime data to housing authority staff for analysis and action
- \_\_\_\_\_ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- \_\_\_\_\_ Police regularly testify in and otherwise support eviction cases
- \_\_\_\_\_ Police regularly meet with the PHA management and residents
- \_\_\_\_\_ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- \_\_\_\_\_ Other activities (list below)

2. Which developments are most affected? (list below)

### **D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?**

\_\_\_\_\_ **Yes** \_\_\_\_\_ **No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_\_)**

**14. RESERVED FOR PET POLICY** SEE ATTACHMENT sd043b02

### **15. Civil Rights Certifications**



[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☐ Yes ☒ No: Were there any findings as the result of that audit?
4. ☐ Yes ☐ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management** EXEMPT

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☐ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)  
☐ Not applicable  
☐ Private management  
☐ Development-based accounting  
☐ Comprehensive stock assessment  
☐ Other: (list below)

3. \_\_\_\_ Yes \_\_\_\_ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1. X Yes \_\_\_\_ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
X Attached at [Attachment sd043d02](#)  
\_\_\_\_ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
\_\_\_\_ Considered comments, but determined that no changes to the PHA Plan were necessary.  
X The PHA changed portions of the PHA Plan in response to comments  
See [Attachment sd043d02](#)  
\_\_\_\_ Other: (list below)

### **B. Description of Election process for Residents on the PHA Board**

See [ATTACHMENT sd043f02](#)

1. \_\_\_\_ Yes X No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. \_\_\_\_ Yes \_\_\_\_ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
3. Description of Resident Election Process
- a. Nomination of candidates for place on the ballot: (select all that apply)  
\_\_\_\_ Candidates were nominated by resident and assisted family organizations

- \_\_\_\_\_ Candidates could be nominated by any adult recipient of PHA assistance
- \_\_\_\_\_ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- \_\_\_\_\_ Other: (describe)

b. Eligible candidates: (select one)

- \_\_\_\_\_ Any recipient of PHA assistance
- \_\_\_\_\_ Any head of household receiving PHA assistance
- \_\_\_\_\_ Any adult recipient of PHA assistance
- \_\_\_\_\_ Any adult member of a resident or assisted family organization
- \_\_\_\_\_ Other (list)

c. Eligible voters: (select all that apply)

- \_\_\_\_\_ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- \_\_\_\_\_ Representatives of all PHA resident and assisted family organizations
- \_\_\_\_\_ Other (list)

### **C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary)

1. Consolidated Plan jurisdiction: City of Watertown

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- \_\_\_\_\_ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- \_\_\_\_\_ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (listed below)
- \_\_\_\_\_ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

1. The Watertown Housing Authority has adopted a preference for elderly/disabled individuals for both the Public Housing program and Section 8 Vouchers program.

- The 1990 Statewide Housing Needs Analysis and The 200 Consolidated Plan Update states that 82% of SD senior households own their own homes and that 13.5% of these homeowners cannot afford the upkeep or needed repairs. Also a large percentage of Senior homeowners reported a need for weatherization of their homes. By establishing a preference for elderly, elderly homeowners can move from their homes into more affordable housing thus increasing the number of available affordable single family homes.

2. The purchase of three Governor Houses through the Governor's House Program (increasing the supply of affordable housing). This program was developed because the market for single family homes has tightened and the cost of construction for first time homebuyers is high. The Governor's House Program provides a supply of homes which meets the needs of the elderly/disabled population while families with children can purchase the older homes that are vacated.

- The 2000 Consolidated Plan Update states that increasing the supply of affordable single family housing is the highest priority in the state.

3. Goal of Homeownership for families. Because the income limits for our Public Housing family units are higher than Section 8 Voucher income limits and due to effective screening and income exclusions, the Watertown Housing Authority has experienced success with their Public Housing residents moving from assisted housing to homeownership. In the last two years six Public Housing families have purchased homes utilizing local or state homeowner programs.

4. Modernization of Public Housing Development. Maintain and updating our Public Housing project is of utmost importance. Preservation of the existing affordable housing units decreases the need for new construction. Since the 1975 construction of the 85 Public Housing units, The Watertown Housing Authority has kept its project units updated. With the new capital funding program we will have the funding to accomplish our five-year modernization plan.

#### **D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

***SUBSTANTIAL DEVIATION and /or SIGNIFICANT MODIFICATION***

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the Watertown Housing Authority that fundamentally change the mission, goals, objectives or plans of the authority. Any deviations or significant amendments or modifications will require formal approval of the Watertown Housing Authority Board of Commissioners.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

ATTACHMENT FILES: [sd043a02](#) through [sd043h02](#)



## **Admissions Policy for Deconcentration**

### ***DECONCENTRATION POLICY***

It is Watertown Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and nondiscriminating manner.

The Watertown Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

### ***DECONCENTRATION INCENTIVES***

The Watertown Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.



## **PET POLICY**

The Watertown Housing Authority Board of Commissioners adopted the following Pet Policy on September 15, 2000. The pet policy will go into effect of January 1, 2001.

### **18.0 PET POLICY**

#### **18.1 EXCLUSIONS**

This policy does not apply to animals that are used to assist persons with disabilities. Assistive animals are allowed in all public housing facilities with no restrictions other than those imposed on all tenants to maintain their units and associated facilities in a decent, safe, and a sanitary manner and to refrain from disturbing their neighbors.

#### **18.2 PETS IN PUBLIC HOUSING**

The Watertown Housing Authority allows for pet ownership in its developments with the written pre-approval of the Housing Authority. Residents are responsible for any damage caused by their pets, including the cost of fumigating or cleaning their units. In exchange for this right, resident assumes full responsibility and liability for the pet and agrees to hold the Watertown Housing Authority harmless from any claims caused by an action or inaction of the pet. Proof of liability insurance will be required.

#### **18.3 APPROVAL**

Residents must have an approved pet permit of the Housing Authority before moving a pet into their unit. Residents must request approval on the Application for Pet Permit that must be fully completed before the Housing Authority will approve the permit. Residents must supply all required attachments listed in the application.

#### **18.4 TYPES AND NUMBER OF PETS**

The Watertown Housing Authority will allow only common household pets. This means only domesticated animals such as a dog, cat, bird, rodent (including a rabbit), fish in aquariums or a turtle will be allowed in units. Common household pets do not include reptiles (except turtles). Specifications for allowed pets are listed in the Pet Policy. Only one (1) pet per unit will be permitted.

Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animal may exceed twenty (20) pounds in weight projected to full adult size.

## **18.5 INOCULATIONS**

In order to be registered, pets must be appropriately inoculated against rabies, distemper and other conditions prescribed by state and/or local ordinances. They must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements. A certification signed by a licensed veterinarian or state or local official shall be annually filed with the Watertown Housing Authority to attest to the inoculations.

## **18.6 PET DEPOSIT**

A pet deposit of \$400.00 is required at the time of registering a pet. The deposit is refundable when the pet or the family vacates the unit, less any amounts owed due to damage beyond normal wear and tear.

## **18.7 FINANCIAL OBLIGATIONS OF RESIDENTS**

Any resident who owns or keeps a pet in their dwelling unit will be required to pay for any damages caused by the pet. Also, any pet-related insect infestation in the pet owner's unit will be the financial responsibility of the pet owner and the Watertown Housing Authority reserves the right to exterminate and charge the resident.

## **18.8 NUISANCE OR THREAT TO HEALTH OR SAFETY**

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas.

Repeated substantial complaints by neighbors or Watertown Housing Authority personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance may result in the owner having to remove the pet or move him/herself.

## **18.9 DESIGNATION OF PET AREAS**

Pets must be kept in the owner's unit or on a leash at all times when outside the unit (no outdoor cages may be constructed). Pets will be allowed only in designated areas on the grounds of the property if the Watertown Housing Authority designates a pet area for the particular site. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals, no pets shall be allowed in the community room,

community room kitchen, laundry rooms, public bathrooms, lobby, hallways or office in any of our sites.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be barred from certain wings (or floors) in our development(s)/building(s). This shall be implemented based on demand for this service.

#### ***18.10 MISCELLANEOUS RULES***

Pets may not be left unattended in a dwelling unit for over 24 hours. If the pet is left unattended and no arrangements have been made for its care, the HA will have the right to enter the premises and take the uncared for pet to be boarded at a local animal care facility at the total expense of the resident.

Pet bedding shall not be washed in any common laundry facilities.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs and cats must wear a tag bearing the resident's name, address and phone number.

Pets cannot be kept, bred or used for any commercial purpose.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary. Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Authority employees, agents of the Housing Authority or others must enter the pet owner's unit to conduct business, provide services, enforce lease terms, etc.

If a pet causes harm to any person, the pet's owner shall be required to permanently remove the pet from the Housing Authority's property within 24 hours of written notice from the Housing Authority. The pet's owner may also be subject to termination of his/her dwelling lease.

A pet owner who violated any other conditions of this policy may be required to remove his/her pet from the unit within 10 days of written notice from the Housing Authority. The pet owner may also be subject to termination of his/her dwelling lease.

The Housing Authority's grievance procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

#### ***18.11 VISITING PETS***

Pets that meet the size and type criteria outlined above may visit a Watertown Housing

Authority unit where pets are allowed for up to two weeks without Watertown Housing Authority approval. Tenants who have visiting pets must inform the Watertown Housing Authority and also must abide by the conditions of the Pet Policy regarding health, sanitation, nuisances, and peaceful enjoyment of others. If a visiting pet violates this Pet Policy or causes the tenant to violate the lease, the tenant will be required to remove the pet.

#### ***18.12 REMOVAL OF PETS***

The Watertown Housing Authority, or an appropriate community authority, shall require the removal of any pet from a unit if the pet's conduct or condition is determined to be a nuisance or threat to the health or safety of other occupants of the unit or of other persons in the community where the unit is located.

In the event of illness or death of pet owner, or in case of an emergency which would prevent the pet owner from properly caring for the pet, the Watertown Housing Authority has permission to call the emergency caregiver designated by the resident or the local Pet Law Enforcement Agency to take the pet and care for it until family or friends would claim the pet and assume responsibility for it. Any expenses incurred will be the responsibility of the pet owner.

**STATEMENT OF PROGRESS IN MEETING**  
**5-YEAR PLAN MISSION & GOALS**

**The mission of the Housing Authority of the City of Watertown is to assist low-income families and elderly/disabled individuals with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives.**

**Goal #1 - Expand the supply of assisted housing.**

**Objective - Acquire or build up to three new affordable 2-bedroom rental units for the elderly disabled residents of our community.**

**Progress - The Watertown Housing Authority has acquired three 2-bedroom houses through a state program. These houses were built by South Dakota prisoners and sold to eligible entities. The houses were purchased by The Watertown Housing Authority and were placed on excess Public Housing land. They are being rented to eligible elderly/handicapped individuals with the assistance of Section 8 rental assistance.**

**Goal #2 - Improve the quality of assisted housing.**

**Objective - Hud shall recognize the Watertown Housing Authority as a "High Performer" through the year December 2004. The Watertown Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.**

**Progress - The Watertown Housing Authority will continue to strive to be a "High Performer" in the coming years through continual training. We will continue to operate as customer-friendly and fiscally prudent leaders in the affordable housing industry.**

**Goal #3 - Increase assisted housing choices.**

**Objective - Implement public Housing homewonership opportunities by partnering with local, state and federal homeownership programs.**

**Progress - In the year 2000, three of our Public Housing families attained home-ownership. This was accomplished by partnering with Habitat for Humanity and a Self-Help home-ownership program offered in our community.**

**Goal #4 - Provide an improved living environment for Public Housing residents.**

**Objective - Implement public housing security improvements in our 60-unit HiRise with the installation of a safe and secure front door intercom system.**

**Progress - The residents of our 60 unit elderly/disabled Hi-Rise building are enjoying a very secure and safe building security system. The installation of a phone-call intercom system has greatly improved the safety of the building.**

**Goal #5 - Promote self-sufficiency and asset development of families and individuals.**

**Objective - The Watertown Housing Authority will implement partnerships in order to enhance services to our residents.**

**Progress - The Housing Authority will continue to strive to co-ordinate, communicate and partner with other agencies in order to enhance services to our residents.**

**Goal #6 - Ensure Equal Opportunity in housing for all Americans.**

**Objective - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required - will be accomplished by fulfilling Goal #1.**

**Progress - In addition to the progress stated in Goal #1, we have recently renovated a four-bedroom house to meet the needs of a family whose head of household was totally paralyzed in an automobile accident. Due to lack of accessible housing of her needed size, the housing authority undertook this project.**

**Goal #7 - Improve the visibility of the Watertown Housing Authority's residents, activities and happenings.**

**Objective - The Watertown Housing Authority shall submit positive stories and events to the local media regarding the Housing Authority activities and residents.**

**Progress - Our local newspaper recognized the Housing Authority for their undertaking of offering additional needed housing when we purchased three houses built by the South Dakota prisoners. We were also recognized by a public housing tenant who wrote a letter to the local newspaper indicating that her family's road to recovery was greatly enhanced by the efforts of the Housing Authority.**



## **COMMENTS OF RESIDENT ADVISORY BOARD**

The Watertown Housing Authority has engaged in an extensive process of seeking resident and public comments on our Agency Plan. In the course of compiling the Plan we engaged in the following process:

- On August 10, 2000, a letter was sent to each individual participating in the Section 8 rental assistance program administered by the Watertown Housing Authority and each resident residing in the Watertown Housing Authority's Public Housing project. This letter explained the Agency planning process for the 2001 Annual Plan and summarized the new requirements to be added to the plan under the Quality Housing & Work Responsibility Act of 1998. The mailing also highlighted several changes that would affect participants. The mailing also requested interested participants and residents to contact the Housing Authority if they were interested in serving on the Residents Advisory Board to assist with the planning of the Annual Plan.
- On September 16, 2000, a Public Notice was advertised in the local newspaper. This notice indicated that a Public Hearing would be held on October 13, 2000 and a draft agency plan and supporting documents were available for review. The notice indicated that a Resident Advisory meeting regarding the Annual Plan would be held on October 2, 2000. This local newspaper notice was published again on September 23rd and September 30th.
- On September 18, 2000, the Watertown Housing Authority sent a letter to each Public Housing Resident regarding the planning of Capitol Fund projects & improvements which would be implemented into the Annual Plan. A meeting date of October 2, 2000 was scheduled for family residents and a date of October 18<sup>th</sup> for elderly/disabled residents.
- On October 13, 2000, we held our Public Hearing. The Watertown Housing Authority Board Chairman presided. No one (outside of the Board Commissioners and Housing Authority personnel) attended.

As a result of the above contacts and efforts, we received the following comments and responded to them in the following manner:

Comment: Public Housing residents requested consideration to changing the location of where we had decided to place the new 8 X 12 storage sheds. It was decided to locate them behind their houses and close to the alley. The residents indicated that this would be inconvenient and the sheds would



serve their purpose better if it were located closer to the house.

Response: The placement location for the sheds was changed to 10 feet behind the driveways.

Comment: Residents requested that we consider replacing the front interior doors with the same type of doors that were recently installed on the side of their houses. With the increased cost of heating, this improvement would greatly reduce any drafts and save on gas consumption.

Response: It was decided to undertake this door replacement project immediately.

Comment: Several residents were pleased with the choice of paying a flat rent rather than going through the annual re-certification process. All seem satisfied with the adopted flat rents.

Response: None

Comment: Residents were pleased with the adoption of income exclusions for increases in previously reported earned income. This gives individuals a period of time to enjoy a pay raise or the additional income realized by additional hours worked before 30% is taken away for increased rent.

Response: None

Comment: There were no comments regarding the Pet Policy. All residents were in agreement of the policy and procedure for obtaining a pet permit.

Comment: Community Service Policy was discussed and acceptable to all in attendance.

Response: None

- On November 8, 2000, the Watertown Housing Authority held a Special Board meeting to adopt the Watertown Housing Authority 2001 Annual Plan.

## **IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE**

### **13.1 GENERAL**

In order to be eligible for continued occupancy, each adult family member (over the age of 18 years) must either (1) contribute eight hours per month of community service (not including political activities) within the community in which the public housing development is located, or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

### **13.2 EXEMPTIONS**

The following adult family members of tenant families are exempt from this requirement.

- A. Family members who are 62 or older
- B. Family members who are blind or disabled
- C. Family members who are the primary care givers for someone who is blind or disabled
- D. Family members engaged in work activity
- E. Family members who are exempt from work activity under part A title IV of the Social Security Act or under any other State welfare program, including the welfare-to-work program
- F. Family members receiving assistance under a State program funded under part A title IV of the Social Security Act or under any other State welfare program, including welfare-to-work and who are in compliance with that program
- G. Family member who are full-time students.

### **13.3 NOTIFICATION OF THE REQUIREMENT**

The Watertown Housing Authority shall identify all adult family members who are apparently

not exempt from the community service requirement.

The Watertown Housing Authority shall notify all such family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Watertown Housing Authority shall verify such claims.

The notification will advise families that their community service obligation will begin upon the effective date of their first annual reexamination on or after 10/1/00.. It will also advise them that failure to comply with the community service requirement will result in ineligibility for continued occupancy at the time of any subsequent annual reexamination.

### **13.4 VOLUNTEER OPPORTUNITIES**

Community service includes performing work or duties in the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self-responsibility of the resident within the community.

An economic self sufficiency program is one that is designed to encourage, assist, train or facilitate the economic independence of participants and their families or to provide work for participants. These programs may include programs for job training, work placement, basic skills training, education, English proficiency, work fare, financial or household management, apprenticeship, and any program necessary to ready a participant to work (such as substance abuse or mental health treatment).

The Watertown Housing Authority will coordinate with social service agencies, local schools, and the Human Resources Office in identifying a list of volunteer community service positions.

### **13.5 THE PROCESS**

At the first annual reexamination on or after October 1, 2000, and each annual reexamination thereafter, the Watertown Housing Authority will do the following:

- A. Provide a list of volunteer opportunities to the family members.
- B. Provide information about obtaining suitable volunteer positions.
- C. Provide a volunteer time sheet to the family member. Instructions for the time sheet require the individual to complete the form and have a supervisor date and sign for each period of work. In order for the Watertown Housing Authority to determine noncompliance 60 days before the next lease anniversary date, the time sheet must be submitted to the Watertown Housing Authority.
- D. Sixty (60) days before the family's next lease anniversary date, the Watertown

Housing Authority will determine whether each applicable adult family member is in compliance with the community service requirement and will inform the applicable adult family member what needs to be accomplished in order to be in compliance by their anniversary date.

### ***13.6 NOTIFICATION OF NONCOMPLIANCE WITH COMMUNITY SERVICE REQUIREMENT***

The Watertown Housing Authority will notify any family found to be in noncompliance of the following:

- A. The family member(s) has been determined to be in noncompliance;
- B. That the determination is subject to the grievance procedure; and
- C. That the lease will not be renewed.

### **RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD**

At the present time, The Watertown Housing Authority Board of Commissioners does not have a resident appointed as a member of the Watertown Housing Authority Board of Commissioners. South Dakota state law indicates that five board members be appointed to the Housing Authority Board of Commissioners. Appointments are made by the mayor of the city. The last appointment was made in August of 2000. After soliciting each participant of the Section 8 program and each resident of the Public Housing program, we received no interested individuals to submit to the Mayor of Watertown. By August of 2001, we hope to have an interested resident to be submitted to the Mayor of Watertown for appointment to the Watertown Housing Authority Board of Commissioners.

**MEMBERSHIP OF THE RESIDENT ADVISORY BOARD**

NAME	ADDRESS	PHONE
Joe Ortmeier	1216 3 <sup>rd</sup> Ave SE	(605) 886-8916
Mary Lou Carter	703 2 <sup>nd</sup> Street SW	(605) 882-9674
Mary Lynn Nelson	1809 West Kemp	(605) 886-0102
Irene Van Gilder	1310 East Kemp	(605) 882-4565
Peggy Johnson	1222 3 <sup>rd</sup> Ave SE	
Julian & Helen Pischke	1312 East Kemp	(605) 886-9530
Cindy Hartenhoff	606 7 <sup>th</sup> Street NE	(605) 886-2987

## Attachment - sd043h02

### Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development

	CAPITAL FUNDS				
FYE 2000	\$142,758.00				
FYE 2001	\$139,381.00				
<b>Total FYE 2000 &amp; 2001</b>	<b>\$282,139.00</b>				
FYE 2002					
FYE 2003					
FYE 2004					
	Account	Estimated	Planned Start	Planned	
Description of Physical Improvement	Number	Cost	date	finish date	Complete
Energy Audit		\$2,600.00	2000	2000	\$2,600.00
Remove old HiRise tile & replace with new		\$23,900.00	2000	2000	\$23,900.00
HiRise front entrance sewer project		\$10,900.00	2000	2000	\$10,900.00
Seal HiRise Parking lot & new entrance concrete		\$3,000.00	2000	2000	\$3,000.00
Replace Hallway lights-96		\$3,100.00	2000	2000	\$3,100.00
Three Microscam electronic door on elevators		\$4,000.00	2000	2000	\$4,000.00
Replace HiRise heating zone valves		\$6,000.00	2000	2000	\$6,000.00
New HiRise intercom system		\$2,500.00	2000	2000	\$2,500.00
Hi-Rise community room furniture		\$3,200.00	2000	2000	\$3,200.00
Hi-Rise Hallway Blinds		\$1,000.00	2000	2000	\$1,000.00
Open Court hallway wall wallpaper		\$1,000.00	2000	2000	\$1,000.00
Community Room Carpet and Kitchen Vinyl		\$3,000.00	2000	2000	\$3,000.00
Air Conditioner @ 25 units @ \$416.00 each		\$10,400.00	2000	2000	\$10,400.00
Siding on 25 family units & install air cond't		\$38,000.00	2000	2000	\$38,000.00
Tile for showers installed in bathtubs		\$12,000.00	2000	2000	\$12,000.00
Plumbing for showers		\$6,000.00	2000	2000	\$6,000.00
Finish new windows in family units		\$29,000.00	2000	2000	\$29,000.00
Air Conditioner covers		\$1,200.00	2000	2000	\$1,200.00
<b>Total FYE 2000</b>		<b>\$160,800.00</b>			
25 Steel interior side doors @ \$350.00	1460	\$8,500.00	2000	2001	

25 8 x 12 Storage sheds @ \$662.00	1470	\$17,000.00	2000	2001	
25 Steel interior front doors @ \$350.00(painted)	1460	\$10,000.00	2001	2001	
123 new interior doors @ \$100.00	1460	\$12,300.00	2001	2001	
Remove & paint side interior steel doors @ \$100	1406	\$2,500.00	2001	2001	
Exterior motion lights @ 25 family units	1450	\$2,500.00	2001	2001	
15 family unit stoves @ \$500.00	1465.1	\$7,500.00	2001	2001	
60 HiRise stoves @ \$300.00	1465.1	\$18,000.00	2001	2001	
Replace 30 Apt. cupboards @ \$1000.00	1460	\$30,000.00	2001	2001	
Operations/Computer/Office Help, etc. - 23%	1408	\$13,000.00	2001	2001	
<b>Total FYE 2001</b>		<b>\$121,300.00</b>			
<b>Total FYE 2000 &amp; 2001</b>		<b>\$282,100.00</b>			
Replace 30 Apt. cupboards @ \$1000.00		\$30,000.00	2002	2004	
Replace 132 HiRise Windows		\$100,000.00	2002	2004	
Replace 25 family unit kitchen cupboards-\$3000		\$75,000.00	2002	2004	
Seal brick and tuck point		\$30,000.00	2002	2004	
Replace 60 bathroom air vents					
HiRise Roof					
Air circulating System					
Family unit furnaces					
Hot water heaters					



